

LABORATORIES (MEDICAL, TEACHING, AND RESEARCH) CHECKLIST: ROUTINE CLEANING

NAME: _____

ROOM: _____

TIME: _____

DATE: _____

PREPARATION AND SETUP

- Prepare equipment and load Cleaning Cart with everything needed for the task
 - EPA approved cleaner/detergent
 - EPA approved disinfectant
 - Disposable microfiber cloths
 - Disposable microfiber mop
 - Disposable microfiber duster
 - Disposable microfiber dust mop
 - Extension pole
 - Gloves
 - Anti-microbial soap
 - Hand sanitizer
- Put on the appropriate attire and Personal Protective Equipment (PPE)
 - Eye protection (safety glasses, goggles, or face shield)
 - Disposable gloves

BASIC PROCEDURES

- Perform hand hygiene and put gloves before entering the room
- Be aware of signage that indicates special precautions
- Leave cleaning cart in the hall and set up Safety Sign.

CROSS CONTAMINATION PREVENTATIVE MEASURES

- New mop heads are also used when mopping common spaces to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a containment bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed; Hands sanitized/ Washed. Eye protection cleaned and sanitized, and face mask assessed for safe functionality

LABORATORY CLEANING PROCEDURES

- Empty and line waste container
 - Handle bag from top
 - Clean waste can
- Perform disinfecting procedures on high touch surfaces such as, but not limited to:
 - Doorknobs
 - Light switches
 - Thermostat

- Allow disinfectant to dwell, according to manufactures' instructions
- Complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

FINAL INSPECTION

- Inspect room and complete quality checklist
 - Remove PPE before leaving the room
 - Perform hand hygiene and put on new gloves
 - Clean all tools and equipment and return to cart
 - Remove gloves and perform hand hygiene

Employee Signature: _____

Supervisor Signature: _____

Always use the cleaning chemicals and procedures specified by your supervisor.